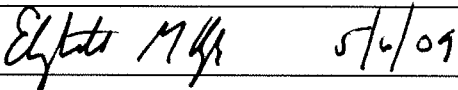


Department of Early Learning

Policy Title:	10.5.1 Background Check Verification in Licensed Facilities Policy		
Procedure:	Attached		
References:	Corrective Action Plan for Audit Finding: 2007 State Auditor's Office (SAO) Accountability Finding 06-04; RCWS 43.215.200 and 43.215.215; WAC 170-06-0040; WAC 170-151-070(1)(b); WACS 170-151-470(a)(b)(i)&(c)&(4)(b); WAC 170-295-0060 (3); WACS 170-295-7050 (1)(b)&(2)&(3)&(6)(b); WACS 170-296-0180 (1)&(2); WAC 170-296-0220; WAC 170-296-1450 (2); Core Licensors Trainings; Licensing Process Manual and Conducting a Character, Competence and Suitability Assessment Module		
Applies To:	Licensing Staff	Contact:	Quality Division
Effective Date:	5-1-09	Review Date:	5-1-11
Reviewed:	<input checked="" type="checkbox"/> Licensing SAM's	<input checked="" type="checkbox"/> Asst. Director Quality	<input checked="" type="checkbox"/> LPART
Other Review (list)			
Director Approved:			

The Department of Early Learning (DEL) is responsible for licensing activities to ensure that standards of health and safety are present in child care facilities in accordance with Washington State law and administrative code (regulations). The term "child care facility" is used to indicate licensed family child care homes, child care centers and school-age programs.

Purpose

This policy is required to meet compliance with the Corrective Action Plan for the State Auditor's Office (SAO) Accountability Finding 06-04 regarding the verification of employee background checks in licensed child care facilities.

Policy

- I. The Department of Early Learning (DEL) will ensure that child care staff and volunteers who have unsupervised access to children in care have cleared criminal history background checks.
- II. DEL staff will ensure that child care staff and volunteers who have unsupervised access to children in care, who do **not** have a cleared background check on files, have submitted required background check forms.
- III. DEL staff will verify that one hundred percent of all child care staff and volunteers have a cleared background check, or have submitted the required background check forms.
- IV. DEL staff is expected to comply with this policy and the attached Background Check Verification Procedure.
- V. Nothing in this policy shall be construed as eliminating the requirements under WACS 170-06-0040, 170-151-470(1), 170-295-7050(3) and 170-296-0180(2) (b) that requires cleared background checks before being authorized for unsupervised access to children in care.

Attachments

Background Check Verification Procedure
School-Age Child Care Center Checklist
Child Care Center Checklist
Family Child Care Home Licensing Checklist
Family Home Child Care Monitoring Checklist
School-Age Child Care Center Monitoring Checklist
Child Care Center Monitoring Checklist